

Regional Transportation Coordinating Council Planning Project Management Team

MINUTES

Meeting 1 of 5

Wednesday, September 19, 2018

1:00 pm to 3:00 pm

Great River Regional Library, St. Cloud

1. Call to Order & Introductions

Brian Gibson opened the meeting by welcoming everyone. Brian explained that Regional Transportation Coordinating Councils (RTCCs) are a current MnDOT effort to establish formal coordination between transportation providers and other stakeholders throughout Greater Minnesota. Each RTCC will coordinate among transit providers and human service agencies to deliver efficient service that is cost effective. The goal of the Project Management Team (PMT) meetings is to help create a Regional Transportation Coordinating Council.

Phil Barnes then introduced himself as the facilitator for this and upcoming PMT meetings. All attendees at the meeting introduced themselves. The individuals attending the meeting represented a wide variety of agencies throughout Minnesota that serves transit or human needs, including: accessibility, safe routes to school, persons with disabilities, mental health, general transit, families, pregnant women and medical assisted rides.

There were 27 attendees present at the meeting. For a complete list of attendees, see the PMT Meeting 1 Sign-In Sheet.

2. Hear Public Comments – Any members of the public who wish to be heard

Phil explained that the meeting should be open for discussion. As such, Phil encouraged people to ask questions and voice comments throughout the meeting.

Phil encouraged the group to share some suggestions on how to build a good team. These suggestions became the initial ground rules for the PMT to utilize during these five PMT meetings. Ground rules include:

- Show Up
- Communicate
- Diverse Opinions
- Common Goal
- Participate
- Collaborate
- Diverse Opinions
- Respect Time

3. Election of Committee Chair

Electing a PMT chair will be determined later.

4. Presentation of Project Work Plan and Schedule

Tom Cruikshank began a presentation on the Project Work Plan and Schedule. Tom explained some background on the project, including the purpose of RTCCs and MnDOT's role to provide financial and

some technical assistance. Tom explained that the PMT will require 5 total meetings, with meetings occurring every 6 to 8 weeks.

There was some discussion regarding the need to establish the purpose or objective of the RTCC. The group agreed that once they establish a clear vision or purpose for the RTCC, it will be clearer how to organize or shape the RTCC.

5. Presentation on Relevant Needs from 2017 Human Services Transportation Coordination Plan
Jon Mason provided a brief update on MnDOT and the State of Minnesota's Local Human Service – Public Transit Coordination Plans. The first local human transportation service plan was published in 2006. The first update to the plan occurred in 2011. The most recent update was 2017. These coordination plans are produced by region and can be utilized to guide regional service planning. The group then discussed how the goals of the coordination plans can influence what service(s) the eventual RTCC will provide.

6. Presentation on Dakota County RTCC

Ann Bailey, from DARTS, provided an overview and brief history of the DARTS organization involvement in the Dakota County RTCC to demonstrate to the PMT the potential of RTCCs.

Ann explained that DARTS was established in 1974 with the Department of Community Services. Ann stated that it is important to distinguish DARTS connection with Community Services instead of a transportation department because DARTS works to provide additional care for people, specifically seniors. Dakota County in general is a state-wide model for providing unique and innovative human services.

The Dakota County DARTS service is a unique RTCC. Based on Dakota County's location within the seven-county metro, DARTS only needs to provide service for Dakota County. RTCCs developing in Greater Minnesota need to coordinate among at least four counties to meet state standards.

Ann shared that DARTS has had several successes but still has opportunities for future development. DARTS has successfully collaborated with agencies throughout Dakota County to provide a holistic perspective. However, Ann explained that DARTS can improve by agreeing upon one, concise mission as well as accommodating members time and resources.

This sparked a discussion among the group on the importance of a clear vision. Phil handed everyone a 3x5 index card and invited everyone to write what they envisioned for the RTCC in five years. These collective visions will be condensed to create a draft vision for the RTCC.

7. Appointment of Working Group

Brian explained that there are four additional PMT meetings. However, the 2, 3, and 4 PMT meetings may only require a smaller working group. The fifth and final meeting will be a larger group to approve the RTCC Operational Implementation Plan. Brian asked the group if anyone would be interested in serving on the smaller working group. This working group should be committed to attending meetings. During the meeting, ten people signed up for the PMT work group.

8. Next Steps

Brian will be sending out an email to determine the location of future meetings. Any PMT stakeholders who were not able to attend the first meeting are interested in participating in the smaller work group should reach out to Brian.